

Pretrial Services Investigation Interview

Last Name: _____ First Name: _____ Middle Name: _____
Alias(es)/Maiden: _____ DOB: _____ Sex: _____ Race: _____
Phone(s)#: _____ Birthplace/State: _____ US Citizen: _____
Military Service: _____

Residence Information:

Current Address: _____ City: _____ State: _____ Zip: _____
Cell Phone: _____ Home Phone: _____ Alternate: _____
Residence Length: _____ Living with: _____
Residence Summary of last 1 – 3 years: _____

Marital Status: _____ Family in Area: _____
Children: _____ Reliable Transportation: _____
Residence Notes: _____

Verification Contact Name: _____ Verification Contact Phone: _____

Education/Employment Information:

Employment Status: _____ Employer: _____
Employer Address/Phone: _____ Schedule: _____
Length of Employment: _____ Position: _____
Other Income Source(s): _____
Highest Education Completed: _____ Currently Enrolled: _____
Education/Employment Notes: _____

Medical/Behavioral Health Information:

History Drug Abuse: _____ Mental Health Issues Present: _____ Medical Issues Present: _____
Medical/Behavioral Health Notes: _____

Supervision Status Information:

Current Supervision Type: _____ Jurisdiction: _____
Supervision Comments: _____

Residence Information:

- How long has the defendant resided at the “Address” provided?
- Gather all available phone numbers and if there is an alternative number, who does this belong to? An alternative number may be recorded in the “Other Phone” field within the app.
- If the defendant reported to be homeless, for how long?
- If homeless, where are they staying, a shelter, community center, church, etc...?
- How many children (if any) do they have? Are they minors, residing with the defendant, is/not financially responsible for?
- If the defendant is being charged with a domestic battery related offense, what other housing options do they have if not allowed to return home?
- When verifying residence information, can that person also verify employment information and or alternative housing information?
- If the defendant does not have “Reliable Transportation”, what’s their plan for getting to and from court appearances?
- Gather a residence summary (last 1-3 years(ish)) from the defendant. It would be important for the court to know whether the defendant is a life time/long term/short term resident of the county/community.

Education/Employment Information:

- When “Employment Status” is set here, this will answer the employment question, “Unemployed at the time of Arrest” within the VPRAI-R section of the app.
- An “Employment Status” of, ‘Part Time’ represents LESS than 20 hours per week and/or inconsistent hours.
- If the defendant does not know the address of their employer, online search tools should be used.
- Education represents the highest level of education completed.

Medical/Behavioral Health Information:

- Remember that in “History of Drug Abuse” alcohol does NOT count. Please note alcohol abuse is in the “Medical and Behavioral Health Comments” field within the app.
- The ‘Unknown’ category in the Behavioral Health section of the app is designed to be used in those instances where the defendant has refused to be interviewed AND another form of collateral information is not available.
- Defendant’s self-reporting the use of drugs of abuse (Marijuana, prescription, illegal, etc...) does not in itself constitute a Substance Use Disorder or History of Abuse. Pretrial Service Officers will need to investigate further to establish Use vs. Abuse. Signs of abuse can include:
 - Taking the substance in larger amounts or for longer than you’re meant to.
 - Wanting to cut down or stop using the substance but not managing to.
 - Spending a lot of time getting, using, or recovering from use of the substance.
 - Cravings and urges to use the substance.
 - Not managing to do what you should at work, home, or school because of substance use.
 - Continuing to use, even when it causes problems in relationships.
 - Giving up important social, occupational, or recreational activities because of substance use.
 - Using substances again and again, even when it puts you in danger.
 - Continuing to use, even when you know you have a physical or psychological problem that could have been caused or made worse by the substance.
 - Needing more of the substance to get the effect you want (tolerance).
 - Development of withdrawal symptoms, which can be relieved by taking more of the substance

Supervision Status Information:

- When a “Current Supervision Type” is set to any value other than ‘None’, this will answer the “Currently Under Active Supervision” question within the VPRAI-R section.
- “Supervision State” and “Supervision County” are not required and are intended to be used when the defendant is under some form of Supervision. Both fields are dynamic in that when a “Supervision State” is selected, only those “Supvison County(ies)” belonging to that state are available.
- When the user enters a number =>2, in the “Number of confirmed Failures to Appear” field, the value of “Two or More Failures to Appear” in the VPRAI-R section will be set to ‘Yes’.

Please note that the use of “ ” above is to indicate a field within the OSPS App. The use of ‘ ’ is to indicate a selection within a field of the OSPS app.

In order to include an VPRAI-R Assessment as part of a Pretrial Investigation Report, both an investigation, i.e. Criminal History, and an Interview need to be completed. In the absence of one of these items, a VPRAI-R must be omitted. Please seek out your Supervisor should you have any questions.